

View Business Reports: Adjustment Activity (FI)

To view the adjustment activity (FI) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* parameters page appears.
3. Enter your search criteria.
 - Select the **Adjustment Type**, *required*
 - Select the **Adjustment Reason**
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Original Date of Deposit range
 - Enter the **ALC** (Agency Location Code)
 - Enter the **RTN** (Routing Transit Number)
 - Enter the **DDA** (Demand Deposit Account)
 - Enter the **From:** and **To:** Adjustment Amount range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **CAN** (CA\$HLINK II Account Number)
 - Enter the **CA\$HLINK II Trace #**



Application Tip

- The date range for **Voucher Date**, **Original Date of Deposit**, and **Deposit Date** cannot exceed 15 months.

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- Click **Yes** or **No** for **Report With Children**.



Application Tips

- Click **Yes** to generate a report that contains data for the selected OTC Endpoint and the lower level OTC Endpoints.
- Click **No** to generate a report that contains data only for the selected OTC Endpoint.

- Click an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears as shown in Figure 1.

Figure 1: Adjustments Activity (FI) Preview Page

Adjustment Activity (FI)

Export as
PDF Download Print PDF Report

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Adjustment Activity (FI)
Generated: 06/02/2016 11:30:57 AM EDT
Selected Adjustment Type: ALL
Selected OTC Endpoint: TerrP3
Selected Deposit Date Range: 03/02/2015 - 06/02/2016

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CLB Trace #	Original Deposit #	Voucher Amount
RTN: 000000400 DDA #: 00000002									
969217	Credit	05/21/2015	89000001	05/21/2015	05/24/2015	001035		969178	\$301.00
969217	Credit	06/01/2015	89000001	07/10/2015	07/10/2015	005147		969217	\$67.75
969217	Credit	06/01/2015	89000001	07/10/2015	07/13/2015	005147		969217	\$5.00

Over the Counter Channel Application (OTCnet)

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Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

- Under **Export as**, you have the following options:

- Select **PDF, Excel or Word format**
 - Click **Download**
- Or
- Click **Print PDF Report**



Application Tip

All adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (**Home>Reports>Historical Reports**).



Additional Button

Click **Previous** to return to the previous page.
